

# **3 FAM 2730**

## **FOREIGN LANGUAGE TRAINING**

*(TL:PER-353; 11-18-1997)*

### **3 FAM 2731 GENERAL INFORMATION**

#### **3 FAM 2731.1 Statutory Authority**

*(TL:PER-353; 11-18-1997)*

*(Uniform State/USIA)*

*(Applies to Foreign Service and Civil Service Employees)*

- a. Section 702 of the Foreign Service Act of 1980.
- b. Subpart 2, section 191 of the Foreign Relations Authorization Act, Fiscal Years 1994 and 1995.

#### **3 FAM 2731.2 Responsibility**

*(TL:PER-353; 11-18-1997)*

*(Uniform State/USIA)*

*(Applies to Foreign Service and Civil Service Employees)*

a. It is a responsibility of the Department and USIA to provide suitable opportunities for Foreign Service personnel to acquire foreign language proficiency in preparation for new assignments throughout their careers.

b. It is the employee's responsibility to acquire and maintain foreign language competence. All employees are expected to use the appropriate language with whatever degree of proficiency their jobs require. Where the position does not require use of the language, the employee is expected to acquire a minimum courtesy level proficiency.

c. The following offices are responsible for ensuring that language training is part of an employee's onward assignment when required for performance of duty:

State	Office of Career Development and Assignment (PER/CDA)
USIA	Career Development and Training Division (M/HRT) or Training and Development Division (B/PA/PT)

### 3 FAM 2731.3 Policy

(TL:PER-353; 11-18-1997)

(Uniform State/USIA)

(Applies to Foreign Service and Civil Service Employees)

a. The Department and USIA have the objective that each officer fulfills the language requirements of each position to which he or she is assigned and, before reaching the senior level, be able to use two foreign languages at a general professional proficiency level of S-3/R-3.

b. A normal sequence of assignments, including occasional assignments to language-designated positions (LDPs), will usually provide each officer with opportunities through job-related language training to meet the two-language objective of the Department and USIA prior to reaching the senior level. Language training will be provided as necessary to help employees meet the requirements of LDPs. Language training not associated with assignments to LDPs will be afforded as practicable.

c. Training programs may be provided to assist personnel in non-language designated positions to reach the S-3/R-3 level, when practicable.

d. Section 191(a)(2) of the 1994 Department of State Authorization Act stipulates that an employee may not receive long-term training in more than three languages. Moreover, an employee must have achieved advanced professional proficiency (S-4/R-4) in a language to be eligible for a third such training episode. Exceptions may be approved by:

State	Director General (M/DGP)
USIA	Director, Office of Human Resources (M/HRT) or Director, Office of Personnel and Administration (B/PA)

e. On the basis of section 191(a)(3) of the Department of State Authorization Act of 1994, an employee who receives or has received long-term training in a language or who was hired with a hiring preference based on competency in a language should anticipate serving two tours of duty in:

- Countries where that language is commonly spoken; or
- Language-designated positions (LDPs) in that language, regardless of location (e.g., a Russian LDP in the Nuclear Risk Reduction Center).

f. To achieve the objective of maximizing the government's investment in language-qualified personnel and to provide adequate staffing for its various missions, the foreign affairs agencies may require an officer who meets the criteria of this section to take a second or third tour of duty in

a position in which the relevant language is required.

### **3 FAM 2732 LANGUAGE-DESIGNATED POSITIONS (LDPS)**

*(TL:PER-353; 11-18-1997)*

*(Uniform State/USIA/USAID/Commerce)*

*(Applies to Foreign Service and Civil Service Employees)*

a. The following offices are responsible for designating those Foreign Service positions that require foreign language proficiency and specifying the level of proficiency required after consultation with the chiefs of mission:

State	The Director, Office of Foreign Service Career Development and Assignments (PER/CDA)
USAID	The Deputy Assistant Administrator for Human Resources (DAA/M/HR)
USIA	The Director, Office of Human Resources (M/HR) or Director, Office of Personnel and Administration (B/PA)
Commerce	The Assistant Secretary and Director General, U.S. and Foreign Commercial Service, International Trade Administration

(Note: The remainder of this section does not apply to USAID. See USAID ADS 458.)

b. The criteria for designating LDPs are:

(1) Only those positions where language proficiency is essential, rather than merely helpful or convenient, should be designated;

(2) An LDP is automatically dropped if two waivers are granted consecutively.

c. An employee assigned to a language-designated position must possess the required tested level of language proficiency designated for the position prior to assuming duties at post. Exceptions to this requirement shall be justified by memorandum explaining the emergency conditions necessitating waiver of training for approval by the following responsible officers:

State	The Director, Office of Foreign Service Career Development and Assignments (PER/CDA)
USIA	The Chief, Foreign Service Division (M/HR or B/PA/PF)
Commerce	The Assistant Secretary and Director General, U.S. and Foreign Commercial Service, International Trade Administration

### **3 FAM 2733 PROCEDURES AND GUIDELINES**

*(TL:PER-353; 11-18-1997)*

*(Uniform State/USIA/USAID/Commerce)*

*(Applies to Foreign Service and Civil Service Employees)*

Procedures and guidelines implementing this subchapter are published in:

State	3 FAH-1 H-2730
USAID	ADS 458
USIA	MOA V-B, Section 430
Commerce	Foreign Service Personnel Management Manual, Subchapter 800-2, Language Training

### **3 FAM 2734 THROUGH 2739 UNASSIGNED**